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**AGREEMENT TO PROVIDE  
BUSINESS SERVICES**

This Agreement is entered this 2 day of Jan,  
1991 between TRINITY CHRISTIAN CENTER OF SANTA ANA, INC. dba  
TRINITY BROADCASTING NETWORK ("TBN") and National Minority TV  
Partners ("Company").

I

**PARTIES TO THIS AGREEMENT**

In order to properly conduct its business, Company hereby employs TBN to provide the services described in Section II hereinbelow. TBN's staff consists of personnel that are experienced and qualified to perform such services.

II

**SERVICES TO BE PERFORMED**

TBN agrees to provide bookkeeping and accounting services for Company, with the assistance of independent Certified Public Accountants, attorneys and consultants that TBN will engage as required. Such services shall include the preparation of Company's payroll, financial statements, federal and state income tax returns and reports, purchasing requirements as assigned to TBN, data processing and the servicing of Company's accounts payable. TBN agrees to provide Company with oral and written reports regarding such services as may be reasonably required by Company.

III

**PAYMENT FOR SERVICES**

In consideration of such services, Company agrees to pay TBN \$ 422.50 per month commencing Jan 2 1991. In addition to such payments, Company agrees to provide TBN with such funds as may be necessary for the payment of fees required by governmental agencies, the payment of Company's payroll including all amounts Company is required to withhold and the payment of Company's accounts payable.

Federal Communications Commission

Docket No. 93-73 Exhibit No. 337

Presented by M.W.M.B.

DEC 03 1993

Disposition Received DEC 03 1993

Rejected

Reporter A. W. Allen

Date DEC 03 1993

**AGREEMENT TO PROVIDE  
BUSINESS SERVICES**

**IV**

**TERM**

This Agreement shall terminate on December 31,  
19 94, unless terminated prior thereto pursuant to thirty (30)  
days written notice from one party to the other.

**V**

**CONFIDENTIALITY**

The parties agree that all information and documents provided to TBN by Company shall be confidential and shall be provided to government agencies and third parties only as is reasonably required for the performance of this Agreement.

**VI**

**INDEPENDENT CONTRACTOR**

TBN shall perform the services described in this Agreement as an independent contractor.

Each party agrees to indemnify and hold the other harmless with respect to claims, suits or liabilities arising out of the conduct, omissions or performance of this Agreement by the other party.

**VII**

**ENTIRE AGREEMENT**

This contract expresses the entire Agreement between the Company and TBN regarding this matter. This Agreement can only be modified with another written agreement signed by both the Company and TBN. This Agreement shall be binding upon both the Company and TBN and their respective legal representatives and successors in interest.

**AGREEMENT TO PROVIDE  
BUSINESS SERVICES**

**VIII**

**LEGAL FEES**

If either party brings a law suit in order to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which party may be entitled.

**"TBN"**

TRINITY CHRISTIAN CENTER OF SANTA  
ANA, INC. dba TRINITY BROADCASTING  
NETWORK

By

Allan Gower

**"Company"**

Trinity Broadcasting Network, Inc.

By

John Ruff

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ANNUAL MEETING OF NATIONAL MINORITY T.V., INC.

The annual meeting of NATIONAL MINORITY T.V., INC. was held on January 21, 1991 at Tustin, California pursuant to written notice. All directors were present except for Phil Aguilar. Paul Crouch represented Rev. Aguilar with a proxy.

The board received a report from Jim McClellan, Station Manager for Portland.

The film CHINA CRY received a great response from all denominations.

Approximately 146 prayer partners are active volunteers.

Equipment for the studio is still in process.

The President reported that he will appear at a bankruptcy proceeding in Wilmington, Delaware on the 29th of January regarding the possible acquisition of Channel 61, which reaches Wilmington and Philadelphia. It was moved, seconded and passed that the President be authorized to bid up to \$4,000,000 for said station and its equipment.

It was noted that the corporation's Midland/Odessa station is in the process of being sold to Prime Time Christian T.V., Inc. The F.C.C. is considering the transfer of the station now.

A housing allowance for Jim McClellan was considered. After considering his needs, the sum of \$15,000 per annum was approved.

The current officers and directors were also elected to new terms.

The meeting then adjourned.

Dated: 2-6-91

  
JANE DUFF, Secretary

027712

Federal Communications Commission

Docket No. 93-25 Exhibit No. 338

Presented by WMB

12.3.91

Disposition 12.3.91

Rejection

Reporter J. W. [Signature]

Date 12.3.91



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**ANNUAL MEETING OF THE COMBINED BOARDS OF DIRECTORS  
TRINITY CHRISTIAN CENTER OF SANTA ANA, INC.  
AND AFFILIATED CORPORATIONS**

Pursuant to written notice duly given, a combined annual meeting of the Boards of Directors of Trinity Broadcasting Network, Inc., Trinity Christian Center of Santa Ana, Inc., Trinity Broadcasting of Arizona, Inc., Trinity Broadcasting of Denver, Inc., Trinity Broadcasting of Washington, Trinity Broadcasting of Oklahoma City, Inc., Trinity Broadcasting of Florida, Inc., Trinity Broadcasting of Indiana, Inc., Trinity Broadcasting of Texas, Inc., Trinity Broadcasting of Ciskei, and Trinity Broadcasting of Nevis, Ltd. was held on January 21, 1991 at Tustin, California.

Those present were John and Troy Benefiel, Richard Engh, Stan Hollon, Matthew Crouch, Ed Smith, Dale Osborn, Mary Laird, Stan Comstock, Phillip Crouch, Paul F. Crouch, Norman G. Juggert, Jane Duff, Colby May, Larry Patton, Ruth Brown, Bob Higley, Al Brown, Charlene Williams, Michael S. Everett, Margie Tuccillo, James Riddle, Walter Betchel, Nora Hall, Chuck Hall, Randy Clark, Terrell Smith, Ron Falkner, John Gordon, Rod Henke, Lindee Dressler, Gineton Alencar, Donna Sharp, Thanasis Katsigiannis and Denny Katsigiannis.

The Secretary noted that a quorum of board members, and where applicable, shareholders for each stock corporation were present and that notice had been duly given to all directors and shareholders as required by the bylaws of the respective corporations. In addition, Paul F. Crouch represented Janice W. Crouch, Charles Vlaun and Grace Cephas pursuant to written proxies.

The President noted the importance of praying for our men in the middle east and particularly those being held captive. Most experts on prophesy agree that the current fighting is a prelude to other prophetic events in the middle east.

The President read from Chapter 13 of Isaiah "concerning a vision given Isaiah that dealt with "Babylon's doom." Babylon at that time included Iraq. Some of the Scriptures described the first fall of Babylon in Biblical times when Cyrus invaded Babylon. Other portions are applicable to our situation in that "countries from far away" are referred to and only one country was involved in the first fall. Isaiah also describes Babylonian soldiers running back to their own country and the country being utterly destroyed. Neither of these events occurred during the first fall of Babylon.

Federal Communications Commission

Docket No. 97-25 Exhibit No. 374

Presented by MMB DEC 03 1993

Disposition Referred DEC 03 1993

Reporter [Signature]

Date DEC 03 1993

The President suggested that perhaps the current struggle will result in an opening of doors in Moslem countries for the introduction of the Gospel.

A time of prayer followed.

An election of officers and directors for each corporation was then conducted. Pursuant to motions for each corporation that were seconded, the following officers and directors were elected by unanimous vote. The directors and officers elected for each corporation are listed below.

Trinity Broadcasting Network, Inc.

1. Paul F. Crouch, President and Director
2. Janice W. Crouch, Vice President and Director
3. Norman G. Juggert, Secretary/Treasurer and Director
4. Phillip A. Crouch, Assistant Secretary
5. Matthew Crouch, Assistant Secretary
6. Charlene Williams, Assistant Secretary
7. Al Brown, Assistant Secretary

Trinity Christian Center of Santa Ana, Inc.

1. Paul F. Crouch, President and Director
2. Janice W. Crouch, Vice President and Director
3. Norman G. Juggert, Secretary/Treasurer and Director
4. Phillip A. Crouch, Assistant Secretary
5. Matthew Crouch, Assistant Secretary
6. Charlene Williams, Assistant Secretary
7. Al Brown, Assistant Secretary

Trinity Broadcasting of Arizona, Inc.

1. Paul F. Crouch, President and Director
2. Phillip A. Crouch, Vice President, Assistant Secretary and Director.
3. Janice W. Crouch, First Vice President, Assistant Secretary and Director
4. Norman G. Juggert, Secretary/Treasurer and Director
5. Matthew Crouch, Assistant Secretary
6. Charlene Williams, Assistant Secretary
7. Al Brown, Assistant Secretary

Trinity Broadcasting of Florida, Inc.

1. Paul F. Crouch, President and Director
2. Janice W. Crouch, Vice President and Director
3. Norman G. Juggert, Secretary/Treasurer and Director
4. Ralph Duff, Assistant Secretary
5. Phillip A. Crouch, Assistant Secretary

6. Matthew Crouch, Assistant Secretary
7. Charlene Williams, Assistant Secretary
8. Mike Everett, Assistant Secretary
9. Al Brown, Assistant Secretary

Trinity Towers, Inc.

1. Paul F. Crouch, President and Director
2. Jane Duff, Vice President and Director
3. Norman G. Juggert, Secretary/Treasurer and Director
4. Phillip A. Crouch, Assistant Secretary
5. Janice W. Crouch, Assistant Secretary
6. Charlene Williams, Assistant Secretary
7. Mike Everett, Assistant Secretary
8. Al Brown, Assistant Secretary

Trinity Broadcasting of Texas, Inc.

1. Paul F. Crouch, President and Director
2. Janice C. Crouch, Vice President and Director
3. Norman G. Juggert, Secretary/Treasurer and Director
4. Phillip A. Crouch, Assistant Secretary
5. Charlene Williams, Assistant Secretary
6. Matthew Crouch, Assistant Secretary
7. Al Brown, Assistant Secretary

Trinity Broadcasting of Ciskei

1. Paul F. Crouch, President and Director
2. Jane Duff, Vice President and Director
3. Norman G. Juggert, Secretary/Treasurer and Director
4. Bernard Robert, Director and Assistant Secretary
5. Walter Betchel, Director

Trinity Broadcasting of Nevis, Ltd.

1. Paul F. Crouch, President and Director
2. Jane Duff, Vice President and Director
3. Norman G. Juggert, Secretary/Treasurer and Director
4. Charles Vlaun, Board Member and Director
5. Arthur Gilbert, Assistant Secretary
6. Charlene Williams, Assistant Secretary
7. Al Brown, Assistant Secretary

Trinity Broadcasting of Oklahoma City, Inc.

1. Paul F. Crouch, President and Director
2. Allan Brown, Vice President, Assistant Secretary and Director
3. Janice W. Crouch, First Vice President and Director
4. Norman G. Juggert, Secretary/Treasurer and Director
5. John Benefiel, Assistant Secretary and Assistant

- Treasurer and Director
6. Phillip A. Crouch, Assistant Secretary
  7. Charlene Williams, Assistant secretary
  8. Matthew Crouch, Assistant Secretary

Trinity Broadcasting of Indiana, Inc.

1. Paul F. Crouch, President and Director
2. Janice W. Crouch, First Vice President and director
3. Norman G. Juggert, Secretary/Treasurer and Director
4. Phillip A. Crouch, Assistant Secretary
5. Charlene Williams, Assistant Secretary
6. Matthew Crouch, Assistant Secretary
7. Al Brown, Assistant Secretary

Trinity Broadcasting of Denver, Inc.

1. Paul F. Crouch, President and Director
2. Janice W. Crouch, First Vice President and Director
3. Norman G. Juggert, Secretary/Treasurer and Director
4. George Hernandez
5. Phillip A. Crouch, Assistant Secretary
6. Charlene Williams, Assistant Secretary
7. Matthew Crouch, Assistant Secretary
8. Al Brown, Assistant Secretary

Trinity Broadcasting of New York, Inc.

1. Paul F. Crouch, President and Director
2. Janice W. Crouch, First Vice President and Director
3. Norman G. Juggert, Secretary/Treasurer and Director
4. Grace Cephas, Assistant Secretary and Director
6. Charlene Williams, Assistant Secretary
7. Matthew Crouch, Assistant Secretary
8. Al Brown, Assistant Secretary

Trinity Broadcasting of Washington, Inc.

1. Paul F. Crouch, President and Director
2. Janice W. Crouch, First Vice President and Director
3. Norman G. Juggert, Secretary/Treasurer and Director
4. Phillip A. Crouch, Assistant Secretary
5. Charlene Williams, Assistant Secretary
6. Matthew Crouch, Assistant Secretary
7. Al Brown, Assistant Secretary

The President noted that our new short wave radio station in Salt Lake is reaching those in the middle east and that the government has provided our troops with shortwave radios. In addition, short wave radio sales have dramatically increased in the U.S.

In the United States network and affiliate stations in operation total 210. In foreign countries, 29 stations are in operation. In addition, a shortwave radio station went on the air in 1989. The television stations and the shortwave station total 240.

At the present 42 stations are under construction, including 33 in the United States and nine in foreign countries. Of these stations, 21 are low power. A total of 64 new stations are under consideration for construction or purchase.

The President reviewed the 1984 audited financial reports. Continued revenues were \$52,146,691.00. Revenues exceeded expenses by \$13,827,032.00 as total expenses were \$38,319,659.00. At the beginning of the year the fund balance was \$101,002,293.00 and at the end of the period the fund balance is \$114,753,198.00.

Charlene Williams reported that a new more efficient computer financial program should be substantially operational by the middle of 1991.

The audited 1989 financial statements were approved with the qualification that expenses for Bloomington were at times charged to Richmond, Indiana.

The boards then considered and approved by unanimous vote housing allowances for ordained ministers assigned to Trinity corporations in administrative or ministerial positions for the corporation. Housing allowances for those qualifying are listed on Exhibit "A."

Stan Comstock stated that all is going well in Arizona, as evidenced by the financial statements. Viewers in that area are looking forward live to Praise The Lord programs in a few days.

The President remarked that a schedule for live Praise The Lord programs in various locations is in place for 1991.

The President reported that CHINA CRY has grossed approximately \$2,700,000.00, with a budget of \$7,000,000.00 of which approximately one-half of the \$2,700,000.00 paid for theatre rent and commissions. At the present time the film has been introduced to approximately 20% of the potential market.

Richard Engh reported that in the area over Seattle/Tacoma 1,700 prayer partners were involved in 1990. Over 6,000 pieces of clothing have been distributed. We have lost over 4 days of airtime due to the storms in the area.

Most of the station managers reported that they periodically schedule meetings with prayer partners for encouragement and fellowship.

Jim Riddle of Denver noted that this was his first board meeting. Jim reported that the City of Westminster obtained a summary judgment in its favor, which is being appealed now.

At Mr. Riddle's suggestion, those present discussed His Hand Extended procedures. The President explained that the purpose of the program is to provide temporary assistance. It was not intended as a program for receiving funds, or appliances. Partners are encouraged to bring items into the station such as canned goods, dry beans, rice and other staple goods, as well as clothing.

Receipts should be received from those receiving items and receipts given to those donating.

In Miami, over 6,000 people were helped through His Hand Extended in 1990.

Terrell Smith of New York reported the new short wave station is well received in New York.

Mike Everett reported that Miami was active in 1990 and that Trinity Towers is full of tenants. The Miami station has assisted in the shipment of equipment to various locations south of the United States.

Larry Patton stated that Greensboro benefited by CHINA CRY. He also stated that complements have been received from North Carolina officials regarding its public affairs broadcasts.

The practice of using the first half hour of a Praise The Lord program to produce a local public affairs program which would be rebroadcast throughout the week was discussed. Other public affair issues are addressed on regular programs that are not entertainment programs. Such programs use the host of the Praise The Lord program. It was determined that the public affairs program should have its own close and opening. Randy Clark pointed out the importance of having the Assistant Director record the content of the program and the time devoted to particular issues.

-- Dale Osborn reported that he is hopeful that the F.C.C. will permit the construction of a new tower that would permit Trinity to reach parts of Cleveland, Ohio.

Bob Higley reported that a local Praise The Lord program has gone on the air in Bloomington.

Mary Lair stated that CHINA CRY was well received and that many ministers were involved in promoting the film. Many partners in Ohio are hopeful that a local studio will soon be in place. She also stated that they are looking for a site for a STL tower.



John Gordon from Oklahoma City stated that a new translator has been installed that allows the network to reach Ardmore, Oklahoma.

John Benefiel reported that he appeared at an Oklahoma City Council meeting to protest Cox Cable's actions in removing Trinity from its cable operations. The Oklahoma City Council chambers was filled with Trinity supporters and Jay Sekelow did an outstanding job in arguing Trinity's case. City Council members have agreed to meeting with Trinity representatives and approximately 1,500 subscribers have announced that they intend to terminate their cable contracts. He is hopeful that Cox will reconsider its position.

The boards of directors of the corporations represented approved the following resolution as to each corporation:

WHEREAS, it has heretofore been corporate policy to reimburse employees for verifiable business expenses;

WHEREAS, the memorialization of such policy in writing will clarify the terms and conditions of such policy for all concerned;

NOW, THEREFORE, BE IT RESOLVED, that it is corporate policy to reimburse employees for reasonable business expenses which are verified in writing, or which are verified by some other acceptable means if written documentation is lost or otherwise not available;

BE IT FURTHER RESOLVED, that such verification must specify the date, the amount and the business nature of the expense;

BE IT FURTHER RESOLVED, that such reimbursement must at all times be within applicable rules and regulations of the Internal Revenue Service and/or applicable state rules and regulations;

RESOLVED FURTHER, that application for reimbursement must be made within a reasonable time which shall not exceed sixty (60) days of the expenditure; and

RESOLVED FURTHER, that any excess reimbursements shall be repaid by the employee within one hundred and twenty (120) days.

The morning session terminated at this point.

Dated: 6/24/91

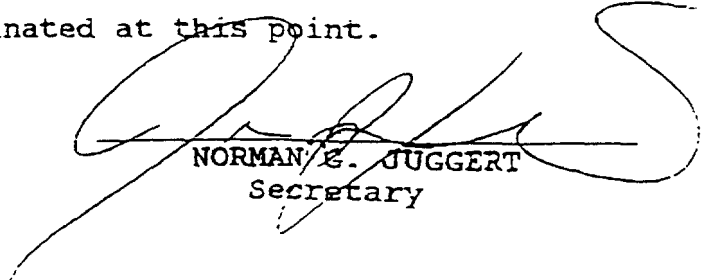
  
NORMAN E. JUGGERT  
Secretary

EXHIBIT "A"

1 9 9 1 HOUSING ALLOWANCES  
FOR MINISTERS EMPLOYED BY  
TRINITY BROADCASTING NETWORK CORPORATIONS

Name	Annual Amount
<u>TRINITY CHRISTIAN CENTER OF SANTA ANA, INC.</u>	
Allan Brown	\$20,000.00
Matthew Crouch	35,000.00
Paul Crouch	15,000.00
Jane Duff	24,000.00
Lindee Dressler	24,000.00
Stanley Hollon	9,204.00
Ben Miller	23,804.00
James Jones	18,500.00
Dale Osborn	14,560.00
Larry Patton	14,000.00
Deanna Sebastian	19,190.00
Edward Smith	28,000.00
<u>TRINITY BROADCASTING OF TEXAS, INC.</u>	
Phillip Crouch	\$19,000.00
<u>TRINITY BROADCASTING OF INDIANA, INC.</u>	
Bob Higley	\$12,000.00
Mary Laird	10,000.00
<u>TRINITY BROADCASTING OF NEW YORK, INC.</u>	
Terrell Smith	\$14,200.00

1991 ANNUAL MEETING OF THE COMBINE BOARDS OF DIRECTORS  
TRINITY CHRISTIAN CENTER OF SANTA ANA, INC.  
AND AFFILIATED CORPORATIONS

DAY TWO

REPORTS FOR STATION MANAGERS AND DEPARTMENT HEADS

The meeting began with Al Brown reading the Psalms 91 followed by devotion.

There is a need for reorganization of network headquarters and a paralegal may be needed to help handle the heavy load.

Bob Higley reported from the cable department how station managers may deal with cable companies to counteract the attempts to remove TBN programs.

TBN lost 140,000 subscribers in 1990. We are gaining new ones but we are losing on the other end. VISN is more difficult to compete with because it is a product of the cable industry with inside information and corporate deals are made. TCI systems are told when they need a religious channel use VISN, which all the faiths, not just the 80% of the top denominations, as TBN does. VISN represents the liberal denominations, Catholics, Mormons, etc., run by the council of churches regular public channel.

Bob explained that a video tape of the City Council meeting in Oklahoma City, Oklahoma with Jay Sekulow is available to all station managers to send to cable companies who are trying to take TBN off of their systems.

VISN says other networks are taking donations from ministries but VISN sends out letters instead of raising money over the air. COX has a wireless cable company as a competitor to compete with those that cancel cable.

Bob plans to run ads in the newspaper advertising wireless systems as alternatives to cable. He said ministries in the cities need to know how to make their desires to receive TBN known to the local cable systems. Stations managers should let cable systems know the names of church leaders and the number of subscribers that would be willing to subscribe to cable if TBN were carried. Station managers should keep in touch with cable companies at all times to let them know the numbers on the mailing list and those interested in cable hook up, 50% is the cable average potential.

Ruth Brown, Director of Personnel, reported a reduction of paperwork and simplification of forms. She explained that station managers who needed to hire someone in an emergency should hire the individual as part-time or put staff on overtime and call personnel as soon as possible. In the case of an increase in head count the President's office must be consulted. Evaluations will not be conducted until they can be done consistently across the board.

Ben Miller, Vice President of Engineering, reported that radio frequency specialist, Steven Hastings, is available for emergency repairs by pager and for trouble shooting. OCSHA 200 forms were explained as a requirement for each station of all work related accidents or illness.

Lindee Dressler, Program Director, explained that only the Sales Department or the Programming departments can sign a service order to change the log. Monday night at the movies will present the Praise program followed by Greg Laurie's program.

1991 ANNUAL MEETING OF THE COMBINE BOARDS OF DIRECTORS  
TRINITY CHRISTIAN CENTER OF SANTA ANA, INC.  
AND AFFILIATED CORPORATIONS

continued

The President reported the Accounts Payable computer program is almost completed and the financial statements will be prepared by the middle of the year and a daily cash flow will be available.

The President reported that the Denver court ruled to dismiss Trinity's lawsuit. The case is under appeal to a higher court.

Because of an experience at the Denver station with the former management the President requested that purchase orders be used in all cases with a full explanation of the purpose for the expenses indicated so that no abuses can occur.

The meeting reconvened after lunch with the reminder of the station managers reports and Reverend Faulkner, pastor of TCC of San Marcos, reported on the growth of the church in San Marcos to 450 on Sunday. The church has a ministry to fallen pastors called House of Dignity which is assisting ministers from all over the country. The church has also been providing support groups for military families.

John Benefiel, certified financial planner, explained the 403 (B) plan and Advance Insurance wills and trusts, as well as an offer to give free advice to TBN employees on these plans.

lter Betchel, South African Broadcasting Corp reported that six hours of programming per week at a very low cost sharing rate is being made available for Christian programs. An agreement is being prepared for Zaire and Uganda. Transmitters are available for 2 to 5 hours per day. Negotiations for Bophuthatswana for several hours of programming are being considered. The programs are well received in both Ciskei and Transkei. The government is interested in helping the poor people in receiving the signal by providing antennas free of charge. The stations in South Africa are fifty percent self supporting through donations. The Lord protected SABC from being associated with Radio Pulpit, as originally planned, there would have been a perception that SABC was sympathetic with apartheid if there had been such an association.

Chuck Hall of TBN Europe, reported that new broadcasting regulations for private stations would require the equipment to be in place before October 23rd in order to reserve the licenses, and sixteen channels were signed on the air as of this date. We can choose which ones we really want to keep later. Since we are already on the air in Italy we have an open door to the rest of Europe. The government requirement is for the corporation for nonprofits to have 51% local ownership.

Thanasis Katfigiannis, Director of Greek project, is having problems because of transportation of the equipment to the site. A low power station is being "camped" on anticipating changes in the laws in the same manner as in Italy. The transmitter is already in route to the site overlooking others which has a population that is less than 1 % Christian. A 100 watt station is planned for Macedonia, 84-96% of Greece would be covered with these two stations.

eton Alencar reported on the Brazilian project. The power increase for the Saculo station has been granted. The Rio De Janeiro station will be satellite fed from

Sao Paulo. The station could be on the air now in Buenos Aires. One program a week is being aired to almost all of Brazil. A permit for Chile has been received. Transmitter equipment will soon be on the way to Bolivia.

Rex Humbard's ministry has made available programs in many languages to provide software for many foreign stations.

Colby May, FCC attorney, spoke on various employment issues in review. Colby said that people are looking for a lottery ticket and the complaint filing process is a very simple one, therefore, a review of the January 1989 Stations Rules and Regulations is in order. Carbon copies of rules for avoiding Sexual Harassment Policy should be posted on the bulletin board at each station as a reminder. Complaints are very costly to an employer. The FCC requires that a licensee be above reproach and any infraction affects all properties.

The FCC is focusing on tower lighting and painting in hopes of generating revenues through fines for violations. If we inspect a tower that doesn't belong to us we must "blow the whistle" on ourselves and let the FCC know we are dealing with the problem. We must request that our monthly maintenance reports include a check of the tower and lights. A log should be kept of our attentions when we notice a light being out notify the tower owner of the problem and record the notice when the tower lights are replaced. Colby will provide a form to conform with this policy.

The FCC finally came up with requirements for renewal expectance, local programming, and local public affairs programming. They did not make a specific percentage requirement but require a "good faith" judgement.

Colby then provided a video tape on Hiring Practices. The tapes contents were discussed and reviewed in order to assist personnel and station managers in the recruiting and hiring process.

Revised pages of the Personnel Manual were distributed. Station managers were requested to return the current manual to the next annual meeting in anticipation of having a more complete revision available.

The President explained that raises will be considered after a review of the unaudited financial statement.

Questions sent in by the station managers in advance of the meeting were addressed.

It was suggested that any private contractor that is used should have a written contract with TBN. Some important points to remember is when a job interview is being conducted, is to be prepared before hand. List specific things which are essential and those things that are desirable but not necessarily traits as requirements for the position.

Colby will be sending a detailed memo to provide guidelines on contract employees. Give a complete description of the job and let the applicant disqualify him or herself. Explain our At Will Employment Policy to the applicant.

Production lists should be sent to Vickie Davenport and copied to Lindee. Vickie furnishes the local changes for TV Guide. Lindee will fax any changes to the stations for the TV Guide.

Stan Hollon, Promotions Department, reported no new changes in the printing service but encouraged station managers to anticipate their printing needs in advance and plan orders to take two weeks. Federal Expressing any supplies destroys any savings in the printing costs and local printing would be more economical. Managers were encouraged to follow the directions on the print order forms to make sure their orders are filled correctly.

A new graphics artist is being considered for a newly opened position. Stan asked that managers use bond letter paper for bulk type letters and get local bids since costs could be lower on small batches.

Rod Henke, Cost Sharing Sales, reported the new rate card came into effect October, 1, 1990. Discrepancy reports must be sent in by the third of each month, because accounts payable requires the report sooner due to the new system. Clients must be billed in a timely manner for payment to TBN. Discrepancy sheets must be done legibly.

Jay Jones, Praise Remotes and Prayer Partners Director, announced the April 1-5 TBN telethon schedule and the schedule for remotes.

Jay reported that the Prayer Partners manual has caused some problems with the station managers in different areas. Station managers may send in their questions. The manuals will be revised as the need arises. New prayer partners create new problems. Training sessions are planned for a video presentation with Paul and Jay, which will be coordinating with the manual, and in keeping with the Word. Role playing of prayer partners answering the phones for training was suggested.

Randy Clarke, Production Department, reported new openings are needed for stations. Four corners night is a problem of communication for AD's. Floor directors are very important.

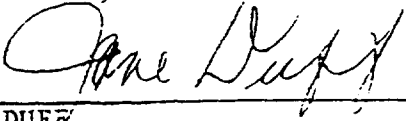
Station managers can help out with revivals and remotes with florists, as well as help with lighting, carrying cable, providing food for people on the road with bag lunches as needed.

Production Service Orders need to be very specific. Tapes should be copied for back up in case the tapes are lost.

Keeping an inventory of studio lights is important.

The meeting was then adjourned.

Respectfully submitted,



JANE DUFFY  
Acting Secretary

JD:sd

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**Technical  
Memorandum**

**Date: January 24, 1991**

**To: Darlene Eve**

**From: Ben Miller**

**Subject: Question and Answer Sheets for Master Control Operator Book**

**Dear Darlene,**

Enclosed please five sets of the requested sheets of suggested questions along with separate answer sheets for examination of KMLM Master Control personnel. For obvious reasons the answers sheets should be tightly controlled. The questions are of varying degrees of difficulty, so your Station Mangers/Chief Engineers might want to divide the exam into two or three different quizzes in increasing levels of difficulty. Also, I've recommended to the TBN people using these that to avoid intimidating the people taking the exams they should explain that this is not a "pass or lose your job" situation. We just simply want to find out where weak spots are so that they can be worked on. Another situation where the exams can be of value is where you have a Master Control opening where you have two or more applicants who have previous experience and virtually identical qualifications. Administering the same exam to all applicants and a comparison of the scores could greatly assist you in determining the most qualified.

Finally, there are a handful of questions which must involve answers which depend on the specific layout or type of equipment at the individual station. Examples are questions 12, 20, 31, 58 and 22. Your people should feel free to tailor the exam to more closely fit the situation at their station.

I hope in some small way that the books and quizzes can assist in bringing your people to a better level of knowledge and professionalism.

With best regards,

Ben Miller

55605



Federal Communications Commission	
Docket No. <u>93-75</u>	Exhibit No. <u>340</u>
Presented by <u>MMB</u>	
Disposition	Received <u>DEC 02 1993</u>
	Received <u>DEC 03 1993</u>
	Rejected
Reporter <u>A. W. [Signature]</u>	
Date <u>DEC 03 1993</u>	